



CASH ADVANCE CLEAR FORM

Date: _____
 BU/RR/Division: Chrysanthemum-wealth Co, Ltd
 Department: Administration
 Advance Issue: 850000/- Kyats/_____ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	18/7/24	UBG-Rem-2024-07.00038		850000	Adv-Clear Administration
2	2 nd Time Advance					Dept OT for (29-6-24 to
3	3 rd Time Advance					23-7-24) @ 400:
Total Advance					850,000	
Total Actual					819,200	
Balance Refund/Additional					30,800	

Request By

Requester

Checked By

Mgr/DH

Checked By

Finance & Account

Approved By

GM/AGM/COO

Approved By

VCM Telegram
CMC Approved

04 CFD-CAS-FRM 002-03

22/7/24

OVERTIME REQUEST FORM

BU/BR/DIV Name : Recon Chay Santhemum-wealth

Department Name : Administration

Reason for Overtime :

Date	Name	Position Level	Time		Hours	Amount	Remark
			From	To			
24.6.2024	အောင်ကျော်စွာ	Security	07:00	17:00	8	8000/-	အလုပ်အကိုင်
24. " "	- " -	" "	17:00	07:00	8	8000/-	" "
25. " "	အောင်ကျော်စွာ	" "	17:00	07:00	8	8000/-	" "
26. " "	အောင်ကျော်စွာ	" "	17:00	07:00	8	8000/-	" "
26. " "	ဇော်ဝင်း	" "	17:00	07:00	8	8000/-	" "
27. " "	အောင်ကျော်စွာ	" "	17:00	07:00	8	8000/-	" "
27. " "	ဇော်ဝင်း	" "	17:00	07:00	8	8000/-	" "
28. " "	ဇော်ဝင်း	" "	07:00	17:00	8	8000/-	" "
29. " "	အောင်ကျော်စွာ	" "	07:00	17:00	8	8000/-	" "
Total Hours					72		
Total Amount						~ 72000/-	

Requested by

Approved by

Approved by

Checked by

Sign :

Name :

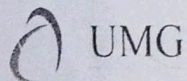
(Requestor)

(DH)

(GM/AGM/COO)

(HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Recon - Chay Santhemum-wealth

Department Name : Administration

Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	30.6.2024	အောင်ကျော်စွာ	Security	07:00	17:00	8	8000/-	အလုပ်အကိုင်
2.	30. " "	အောင်ကျော်စွာ	" "	17:00	07:00	8	8000/-	" "
3.	1. " "	အောင်ကျော်စွာ	" "	17:00	07:00	8	8000/-	" "
4.	2. " "	အောင်ကျော်စွာ	" "	17:00	07:00	8	8000/-	" "
5.	2. " "	ဇော်ဝင်း	" "	17:00	07:00	8	8000/-	" "
6.	3. " "	အောင်ကျော်စွာ	" "	17:00	07:00	8	8000/-	" "
7.	4. " "	ဇော်ဝင်း	" "	17:00	07:00	8	8000/-	" "
8.	5. " "	အောင်ကျော်စွာ	" "	07:00	17:00	8	8000/-	" "
9.	6. " "	အောင်ကျော်စွာ	" "	07:00	17:00	8	8000/-	" "
Total Hours					72			
Total Amount						~ 72000/-		

Requested by

Approved by

Approved by

Checked by

Sign :

Name :

(Requestor)

(DH)

(GM/AGM/COO)

(HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : *Recor-Chayanthanam-wealth*
 Department Name : *Administration*
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount
				From	To		
1	6.7.2024	<i>၂၆.၀၆</i>	<i>Security</i>	<i>၁၇:၀၀</i>	<i>၀၇:၃၀</i>	<i>၈</i>	<i>၈၀၀၀/</i>
2	7.7.2024	<i>၂၀၀၀၀၆</i>	<i>n</i>	<i>၁၇:၀၀</i>	<i>၀၇:၀၀</i>	<i>၈</i>	<i>၈၀၀၀/</i>
3	8.7.2024	<i>၀၅၀၆၀၀၆</i>	<i>n</i>	<i>၀၇:၀၀</i>	<i>၁၇:၀၀</i>	<i>၈</i>	<i>၈၀၀၀/</i>
4	8.7.2024	<i>၂၀၀၀၀၆</i>	<i>n</i>	<i>၁၇:၀၀</i>	<i>၀၇:၀၀</i>	<i>၈</i>	<i>၈၀၀၀/</i>
5	8.7.2024	<i>၀၅၀၆၀၀၆</i>	<i>n</i>	<i>၁၇:၀၀</i>	<i>၀၇:၀၀</i>	<i>၈</i>	<i>၈၀၀၀/</i>
6	9.7.2024	<i>၂၆.၀၆</i>	<i>n</i>	<i>၁၇:၀၀</i>	<i>၀၇:၀၀</i>	<i>၈</i>	<i>၈၀၀၀/</i>
7	10.7.2024	<i>၀၅၀၆၀၀၆</i>	<i>n</i>	<i>၁၇:၀၀</i>	<i>၀၇:၀၀</i>	<i>၈</i>	<i>၈၀၀၀/</i>
8	11.7.2024	<i>၂၀၀၀၀၆</i>	<i>n</i>	<i>၀၇:၀၀</i>	<i>၁၇:၀၀</i>	<i>၈</i>	<i>၈၀၀၀/</i>
9	12.7.2024	<i>၂၆.၀၆</i>	<i>n</i>	<i>၀၇:၀၀</i>	<i>၁၇:၀၀</i>	<i>၈</i>	<i>၈၀၀၀/</i>
Total Hours						<i>72</i>	<i>720000</i>
Total Amount							

Requested by

Approved by

Approved by

Checked by

Sign :
Name :

[Signature]
U Ais Khan Soe
 (Requestor)

[Signature]
 (DH)

[Signature]
 (GM/AGM/COO)

[Signature]
 Naw Ahi M
 (HR)

05-CHL-HRM-FR



OVERTIME REQUEST FORM

BU/BR/DIV Name :
 Department Name :
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount
				From	To		
Total Hours							
Total Amount							

Requested by

Approved by

Approved by

Checked by

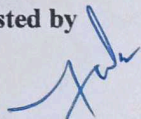
OVERTIME REQUEST FORM

BR/DIV Name : Recon - Chaysarthemcum-wealth
 Department Name : Administration


Reason for Overtime :

Date	Name	Position Level	Time		Hours	Amount	Remark
			From	To			
13.7.2024	သန့်အောင်	Security	17:00	07:00	8	8000/-	အလုပ်အကိုင်
14.7.2024	အောင်ကျော်	" "	17:00	07:00	8	8000/-	" "
14.7.2024	ဝင်းမောင်	" "	17:00	07:00	8	8000/-	" "
16.7.2024	ဝင်းမောင်	" "	17:00	07:00	8	8000/-	" "
17.7.2024	အောင်ကျော်	" "	07:00	17:00	8	8000/-	" "
18.7.2024	သန့်အောင်	" "	07:00	17:00	8	8000/-	" "
18.7.2024	သန့်အောင်	" "	17:00	07:00	8	8000/-	" "
19.7.2024	သန့်အောင်	" "	07:00	17:00	8	8000/-	အလုပ်အကိုင်
19.7.2024	အောင်ကျော်	" "	07:00	17:00	8	8000/-	" "
Total Hours					72 hrs	72000/-	✓
Total Amount							

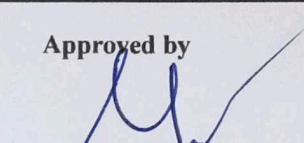
Requested by


 U Mykar soe
 (Requestor)

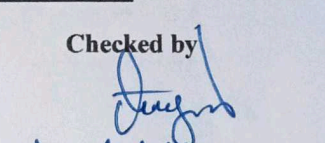
Approved by


 Zayar Linn
 (DH)

Approved by


 Maung Maung
 (GM/AGM/COO)

Checked by


 Naw Ahi Moe yar
 (HR)

05-CHL-HRM-FRM-020-05

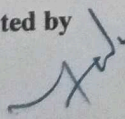


OVERTIME REQUEST FORM

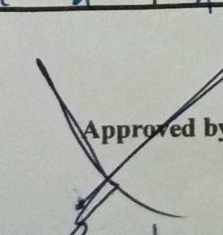
BR/DIV Name : Recon - Chaysarthemcum-wealth
 Department Name : Administration
 Reason for Overtime :

Date	Name	Position Level	Time		Hours	Amount	Remark
			From	To			
19.7.2024	သန့်အောင်	Security	17:00	07:00	8	8000/-	အလုပ်အကိုင်
19.7.2024	အောင်ကျော်	" "	17:00	07:00	8	8000/-	အလုပ်အကိုင်
19.7.2024	ဝင်းမောင်	" "	17:00	07:00	8	8000/-	အလုပ်အကိုင်
20.7.2024	အောင်ကျော်	" "	07:00	17:00	8	8000/-	အလုပ်အကိုင်
20.7.2024	သန့်အောင်	" "	07:00	17:00	8	8000/-	" "
20.7.2024	သန့်အောင်	" "	17:00	07:00	8	8000/-	" "
20.7.2024	သန့်အောင်	" "	17:00	07:00	8	8000/-	အလုပ်အကိုင်
20.7.2024	ဝင်းမောင်	" "	17:00	07:00	8	8000/-	" "
21.7.2024	သန့်အောင်	" "	17:00	07:00	8	8000/-	အလုပ်အကိုင်
Total Hours					72 hrs	72000/-	✓
Total Amount							

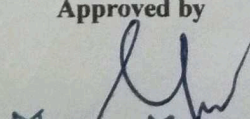
Requested by


 U Mykar soe
 (Requestor)

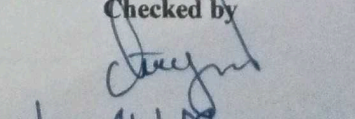
Approved by


 Zayar Linn
 (DH)

Approved by


 Maung Maung
 (GM/AGM/COO)

Checked by


 Naw Ahi Moe yar
 (HR)

OVERTIME REQUEST FORM

Chayearthemum-wealth
Administration



Time :

Date	Name	Position Level	Time		Hours	Amount	Remark
			From	To			
1.6.24	ឃុំ ១២៥	Security	07:00	17:00	8	8000	BHANTU B
25.6.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	"
26.6.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	ឃុំ ១២៥
"	ឃុំ ១២៥	" "	17:00	07:00	8	8000	ឃុំ ១២៥
27.6.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	BHANTU B
"	ឃុំ ១២៥	" "	17:00	07:00	8	8000	ឃុំ ១២៥
28.6.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	BHANTU B
29.6.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	"
01.7.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	ឃុំ ១២៥
Total Hours					72 hrs	72000	✓
Total Amount							

Requested by: Name: **Mgaf Soe** (Requestor)

Approved by: Name: **Zayar Lim** (DII)

Approved by: Name: **Maeng Maeng** (GM/AGM/COO)

Checked by: Name: **New Ahl Mee year** (HR)

05-CHE-FIRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Chayearthemum-wealth
Department Name : Administration
Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	01.07.24	ឃុំ ១២៥	Security	07:00	17:00	8	8000	BHANTU B
2.	02.07.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	"
3.	"	ឃុំ ១២៥	" "	17:00	07:00	8	8000	ឃុំ ១២៥
4.	03.07.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	ឃុំ ១២៥
5.	"	ឃុំ ១២៥	" "	07:00	17:00	8	8000	BHANTU B
6.	"	ឃុំ ១២៥	" "	17:00	07:00	8	8000	ឃុំ ១២៥
7.	04.07.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	ឃុំ ១២៥
8.	"	ឃុំ ១២៥	" "	07:00	17:00	8	8000	BHANTU B
9.	05.07.24	ឃុំ ១២៥	" "	07:00	17:00	8	8000	ឃុំ ១២៥
Total Hours					72 hrs	72000	✓	
Total Amount								

Requested by: Name: **Mgaf Soe** (Requestor)

Approved by: Name: **Zayar Lim** (DII)

Approved by: Name: **Maeng Maeng** (GM/AGM/COO)

Checked by: Name: **New Ahl Mee year** (HR)

05-CHE-FIRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Charysanthemum-wealth
 Department Name : Administration
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remarks
				From	To			
1.	05.07.24	၂ နာရီ ၃၀ မိနစ်	Security	07:00	17:00	8	8000	SHANTLE P
2.	06.07.24	၂ နာရီ ၃၀ မိနစ်	u u	17:00	07:00	8	8000	SHANTLE P
3.	07.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
4.	08.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	u
5.	09.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	u
6.	10.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
7.	11.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
8.	u	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
9.	12.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
Total Hours						72 hrs	720000	
Total Amount								

Requested by : Myeik Soe
 Sign : [Signature]
 Name : Myeik Soe
 (Requestor)

Approved by : Zayar Linn
 Sign : [Signature]
 Name : Zayar Linn
 (DII)

Approved by : Maung Maung
 Sign : [Signature]
 Name : Maung Maung
 (GM/ADM/COO)

Checked by : Maung Maung
 Sign : [Signature]
 Name : Maung Maung
 (HR)

05-CHI-IRMI-FRM-01



OVERTIME REQUEST FORM

BU/BR/DIV Name : Charysanthemum-wealth
 Department Name : Administration
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	12.07.24	၂ နာရီ ၃၀ မိနစ်	Security	17:00	07:00	8	8000	SHANTLE P
2.	13.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
3.	14.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	u
4.	u	၂ နာရီ ၃၀ မိနစ်	u u	17:00	07:00	8	8000	SHANTLE P
5.	15.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
6.	16.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	u
7.	17.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
8.	u	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
9.	18.07.24	၂ နာရီ ၃၀ မိနစ်	u u	07:00	17:00	8	8000	SHANTLE P
Total Hours						72 hrs	720000	
Total Amount								

Requested by : Myeik Soe
 Sign : [Signature]
 Name : Myeik Soe
 (Requestor)

Approved by : Zayar Linn
 Sign : [Signature]
 Name : Zayar Linn
 (DII)

Approved by : Maung Maung
 Sign : [Signature]
 Name : Maung Maung
 (GM/ADM/COO)

Checked by : Maung Maung
 Sign : [Signature]
 Name : Maung Maung
 (HR)

Recon Security Ot For (24.6.24 To 23.7.24)

Name	Amount	Sign	Remark
1 Arkar Soe	64000	For/ S	
2 Htay Aung	104000	For/ S	
3 Myaing	24000	For/	
4 Myat Soe	16000	For/	
5 Si Thu Hein	128000	For/	
6 Than Htake Linn	88000	For/	
7 Thant Zaw Oo	120000	For/ S	
8 Thant Zin	88000	For/ S	
9 Thein Htwe	8000	For/	
10 Thet Naing Htun	48000	For/	
11 Win Naing Oo	48000	For/	
12 Zaw Moe	64000	For/	
13 Tin Aye	9600	For/ S	cleaner part time
14 Nant Watoke	9600		cleaner part time

819200

Ngazun
Naw Ahi Mae gar
Prepared By

~~Zayar Lin~~
Zayar Lin
Knowledge By

Maeng Maeng
Maeng Maeng
Approved By

